

**Minutes of a Meeting of the Okehampton Town Council Property Committee  
held on Monday 8 December 2014 in the Council Chamber, Town Hall,  
Okehampton at 7.00 pm**

**Committee Members Present:** Councillor Mrs J Goffey (Chairman)  
Councillor Mrs J Yelland (Vice Chairman)  
Councillor Revd M Davies  
Councillor A Leech  
Councillor D Weekes  
Councillor P Vachon (Mayor)  
Councillor Mrs C Marsh (Chairman, Parks)  
Councillor Mrs M McDonald (Chairman, P & R)

**Other Members Present:** Councillor B Tolley

**In Attendance:** P R Snell, Town Clerk

|   | <b>Action</b>        |
|---|----------------------|
| 379. <b><u>Apologies for Absence</u></b> - Apologies were presented on behalf of Councillor C Letchford.  |                      |
| 380. <b><u>Deferment of Business</u></b> - There were no members of the public present.   |                      |
| 381. <b><u>Members' Questions</u></b> - Councillor McDonald noted that during Edwardian Evening the Charter Hall appeared over capacity and stalls had been placed in the foyer, contrary to hiring conditions. It was agreed to make this clear in the Hall conditions of hire for the future.   | Clerk                |
| 382. <b><u>Minutes</u></b> - The minutes of the Property meeting held on 17 November 2014 were approved and signed by the Chairman on the proposition of Councillor Weekes, seconded by Councillor Leech and agreed.  |                      |
| 383. <b><u>Matters Arising</u></b> - None.  |                      |
| 384. <b><u>Council Chamber Furniture</u></b> - Discussion included table surface material and finish, table leg colouring, conversion of existing tables and table height. It was agreed to produce a paper template showing an angular configuration using both 1400 mm and 1600 mm table sizes of the proposed design. It was further agreed to investigate the supply of a table with dark, matt legs.   | Clerk<br>Cllr Goffey |
| 385. <b><u>Property Repairs and Updates</u></b>   |                      |
| 386.1 <b><u>Downpipe at front of building</u></b> - The Clerk had, since the last meeting, discussed the matter with the Borough Conservation Officer as a result of which an application for a Certificate of Lawfulness of Proposed Works to a Listed Building would be completed and submitted. The specification of the existing lead was awaited from the contractor and this would be included in the application. It was further agreed to maintain the existing catch configuration (ie not including additional fixings for the downpipe) in order to maintain the appearance and to make it less easy for somebody to |                      |

climb the pipe, this on the proposition of Councillor Marsh, seconded by Councillor McDonald and agreed.

**386.2 Council Chamber windows** - The Clerk reported that he had met with the tradesman earlier in the day and discussed the more limited approach of freeing up and repairing two windows in the first instance. It was proposed to take this as an initial trial before progressing with other windows on the proposition of Councillor Leech, seconded by Councillor Weekes and agreed.

**386.3 Valance damage** - The Clerk reported that he had had no contact with Dr Crawford (Okehampton Area Senior Voice) to date. On the proposition of Councillor Marsh it was agreed to notify Dr Crawford that in the event of no contact within a given time, the cost of replacing the valance would be deducted from the grant previously agreed, as no arrangement had been made for its collection. The proposal was seconded by Councillor Weekes and agreed.

Clerk

**386.4 Charter Hall Roof Leak** - The Committee noted the report that the observation of roof leaks was most prevalent when a combination of wind and rain worked together to force water under the tile line. It was agreed that a conversation with the contractor responsible for the alterations to the roof at the time would be the logical next step.

Clerk

**387. Hall Bookings** - The Committee noted the summary of Charter Hall hirings for December 2014 and January 2015. The Clerk reported that the Courtenay Players had asked for use of the Council Chamber and Committee Room for the December production. There were no conflicting meetings and approval was given. It was further noted that there were no bookings for coffee mornings in January. It was agreed to advertise the vacancies on the website and to follow this up with a note to the Okehampton Times.

**388. Members' Reports/Reminders for Agenda Items -**

- (i) Battle of the Bands - No meeting.
- (ii) Museum of Dartmoor Life - Councillor Goffey reported that the Father Christmas event had attracted in excess of 100 children. The Museum was now closed and would not open again until Easter. The Tourist Information Point would remain open.
- (iii) Town Twinning Association - Nothing to report.

The meeting was closed at 8.00 pm.

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**Councillor Mrs J Goffey**  
**Chairman**